

For important information about enrolling in training for the required Performance Management On-Line Training Course you must be logged into [Edison](#).

edison

Login

User ID:

Password:

Sign in

Password Help

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Welcome to Edison Portal!

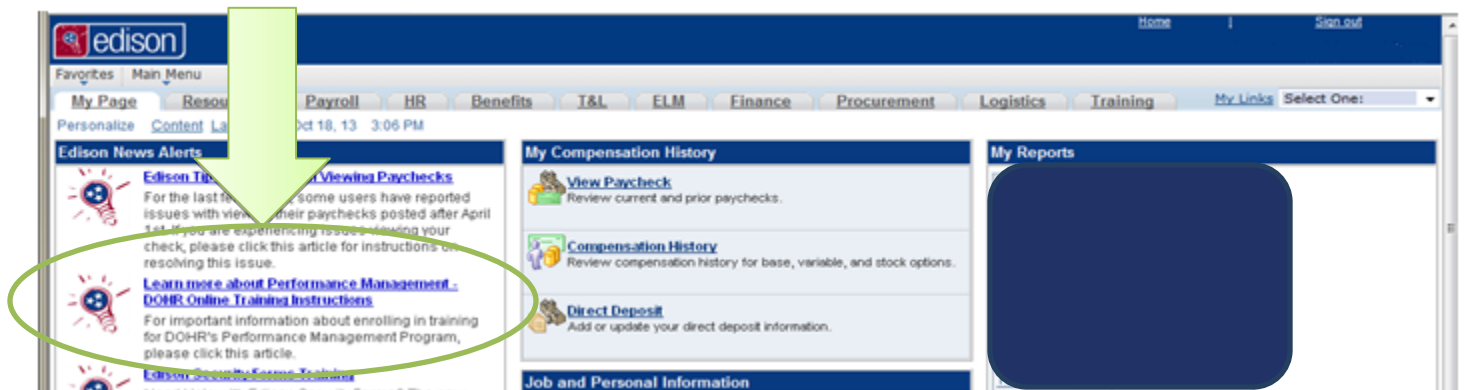
Benefits Administration

PARTNERS FOR HEALTH
Annual Enrollment
October 1 - November 1
1-800-253-9981 or 615-741-3

Employees who want to make changes to must use Employee Self Service. State Employees need to use ESS to select 2014 Flex Plan.

How to Login to Edison: [Click Here](#) to watch a showing you how to log in and change your password. State Employees - [Click Here](#) to watch a brief video of your benefits using PERS.

After you have logged into Edison go to the “My Page” tab and click on the article “**Learn more about Performance Management - DOHR Online Training Instructions**”.



After clicking on the above link you will be directed to the following set of instructions:

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Details

Publication: Edison News Alerts

Learn more about Performance Management - DOHR Online Training Instructions

Source Edison

Modified 10/16/2013 10:25AM

For important information about enrolling in training for DOHR's Performance Management Program, please click this article.

If you are a Rater/ Reviewer and you need help enrolling or completing DOHR's Performance Management Program online training course, please follow the instructions below. If you were enrolled by your agency training coordinator, please begin at step 2.

Step 1: To Self-Enroll in the Performance Management Program:

- Click ELM Tab > Browse Catalog > Select Professional Development > Performance Management Program
- You will then see the Performance Management Program (PMGT0101). Please click that link.
- To Enroll in the course, please click Enroll, and then Submit Enrollment.

Step 2: Once you enroll or if you were enrolled by your Training Coordinator, to complete the course, navigate to your My Learning page that can be found on the ELM tab in Edison.

Your My Learning page will display the 5 most recent courses you have in Edison. Once you have identified the Performance Management course on that list, please click the Launch button on the right side of the page.

(*Note: If you have a pop-up blocker enabled, holding down the CTRL key will temporarily override this blocker and enable you to successfully launch the course.)

If you have any additional questions regarding this training or how to enroll in this course, please see your Agency Training Coordinator.

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